

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Zoning Administrator	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 39

**Definition:** To coordinate and manage the review of private and public development projects and implement the City's Zoning Ordinance and General Plan; conduct public hearings; and provide staff supervision and training in the above matters.

**Distinguishing Characteristics:** Receives general direction from the Planning Manager. Exercises direct supervision over other Planning staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Foster the development goals of the City through cooperative relationships with the private sector, City departments and other agencies.
2. Manage the Planning Division's development review activities, including coordinating and assisting professional staff in determining the feasibility and impact of proposed projects.
3. Manage highly complex, often controversial, development projects requiring interdepartmental coordination.
4. Ensure that permit and regulatory time lines and requirements are met.
5. Coordinate and manage interdepartmental problem-solving teams to address and resolve project development issues as required.
6. Make oral presentations and prepare written reports to the Environmental Planning Commission and City Council on projects, plans and ordinances.
7. Participate in Planning Division's management decisions and assignment of tasks and work programs.
8. Assist in the hiring, training and supervision of professionals and consultants.
9. Prepare and administer contracts for consulting services.
10. Make recommendations to the Planning Manager on interpretations of Zoning Ordinance standards.
11. Assist other departments, various committees and the public in interpreting and understanding the Zoning Ordinances.

12. Research and prepare reports for the City Subdivision Committee.
13. Review and make decisions under the direction of the Planning Manager on development proposals with respect to zoning and precise plans by conducting public hearings and issuing findings on applications for use permits, variances, planned community permits, planned unit developments, transit zones and similar applications.
14. In the absence of the Planning Manager, may plan, direct and coordinate the work of the Planning Division.
15. Perform other duties as required.

**Minimum Qualifications:**

Knowledge of: Theories, principles and practices of land use, urban design and architecture; laws and legal prerequisites pertaining to land development, e.g., CEQA, the Subdivision Map Act, etc.; relationship between current implementation activities and long-range goals; City Zoning Ordinances and zoning techniques; engineering, economic, architectural, sociology and urban design theories, principles and practices; and City administrative procedures.

Ability to: Communicate effectively with the general public and appointed and elected officials; interpret planning policies and apply code requirements; prepare planning studies; supervise management, professional and frontline staff; and work constructively with people to identify problems and creative solutions.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of professional urban planning experience with at least one year of experience performing duties comparable to a Deputy Zoning Administrator with the City of Mountain View; a bachelor's degree from an accredited college or university in urban or regional planning, architecture or a closely related field. A master's degree in urban planning may be substituted for one year of planning experience.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

Established January 2002

Revised May 2007

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